

Job Title:	Zoo Deputy Administrator for Animal Health
Job Description Number:	1619
Department/Division:	Parks & Recreation/Zoo
Exemption Status:	Exempt
Pay Grade:	112
Immediate Supervisor:	Zoo Administrator
Normal Work Schedule:	8 hours/day; 5 days/week

Brief Description of the Job:

Provide medical care with both preventative and emergency medicine for the animal collection. Medical care may involve diagnostics, surgery, medical therapy, nutritional therapy, in addition to other veterinary related services. Supervise the education department. Oversee and head up conservation and research efforts including our Quarters for Conservation program at the zoo. Function as part of the animal management team to make decisions for the health of the animals, for the animal collection as a whole, analyzing diets for the animals in the zoo, helping to implement breeding management plans. Maintain the budget for the Zoo Animal Clinic. Maintain all required licensures and permits. Also serve as part of the zoo's management team and coordinate with Friends of the Zoo board. Help with special events as part of the management team. Function as the Chair for the Conservation and Research Committee and organizes and oversees the meetings of the committee. Oversee docent program and coordinate their monthly meetings and schedule. Participate in applicable AZA and AAZV related programs and ensure that the zoo maintains at or above levels of expectation required to meet the accreditation requirements. General supervisor for the zoo staff on Saturdays. Support public services staff on Saturdays. Communicate with guests at the Zoo. May be required to pick up money and deposit into the safe.

Essential Functions:

Veterinary Procedures (40%): Provide surgical services, diagnostic services, preventative medical services for the animal collection. Responsible for interpreting radiographs, blood tests, other routine diagnostic tests. Responsible for diagnosis and treatment including utilization of research and journal articles to aid in treatment options. Responsible for entering medical records in MedArks software. Responsible for lifting animals and equipment when necessary. On Fridays and Saturdays, responsible for the animal care (feeding and cleaning) of clinic animals. Responsible for the veterinary budget.

Chair of Conservation and Research Committee (25%): Responsible for writing policy, corresponding via e-mail, and drafting annual Conservation reports. Maintenance of our Quarters for Conservation Program—order supplies, design signage, oversee bimonthly meeting and provide conservation reports, agendas, and minutes for the meeting. Help to design the Quarters for Conservation kiosk. Troubleshoot the machinery of the Quarters for Conservation kiosk.

Supervise Education Department and Docent Program (25%): Coordinate docent monthly meetings and special events. Responsible for communication with the docents in the form of weekly emails and scheduling. Responsible for the education plan for the Greenville Zoo, coordinate frequently

with the Education Curator concerning program development, program implementation, and special projects. Assist with oversight of the Education budget. Responsible for meeting with the Education Foundation board to submit yearly proposals for Education Foundation funding.

General Management Functions (10%): Submit purchase requisitions. Keep abreast of budgetary issues. Disciplinary actions/hiring process/performance evaluations. Communication in the form of weekly meetings.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Frequently requires standing, fine dexterity, sitting, and talking. Occasionally requires walking, lifting, carrying, reaching, pushing/pulling, using vision, crouching, and hearing. Rarely requires handling, kneeling, crawling, climbing, foot controls, balancing, bending, and twisting.

Machines, Tools, Equipment, and Work Aids: Veterinary equipment—x-ray machine, ultrasound, microscope, etc. Office equipment such as the copier, printer, computer, laminator, telephone, and radio. Equipment to catch up animals—dart guns, nets, carriers, squeeze cage, and scales.

Computer Equipment and Software: Basic knowledge of computer programs is required. Use MedArks, ZIMS Counterpoint, Raiser's Edge, Net Community, and Microsoft Office programs.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Monthly exposure to respiratory hazards and physical hazards. Seasonal exposure to extreme temperatures and wetness and/or humidity.

Health and Safety: Frequent exposure to communicable diseases. Occasional exposure to mechanical hazards, chemical hazards, and physical danger or abuse.

Primary Work Location: Office environment and Vet Clinic.

Protective Equipment Required: gloves, mask, and goggles are required when working in close proximity to primates and some of the other animals. Designated PPEs for specific areas and activities within the zoo.

Non-Physical Demands

Frequently requires frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires time pressures, emergency situations,

irregular schedule/overtime, and tedious or exacting work. Rarely requires noisy/distracting environment.

Job Requirements

Formal Education: Doctorate in Veterinary Medicine is required.

Experience: Over four years of progressively responsible experience in an accredited zoological facility is required.

Driver's License Required: Class D South Carolina Driver's license.

Certifications and Other Requirements: Vet license, vet accreditation, DEA license, and SC DHEC license.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a moderate impact on the organization. External contacts include AZA, AAZV, Friends of the Zoo, other zoos, businesses, DHEC, and USDA/USDI, vendors, and suppliers. Internal contacts include Human Resources, Finance, Parks & Grounds, and other departments.

Management and Supervision: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Education Curator and Veterinary Technician.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Standard application: Work product primarily affects unit processes.

Fiscal Responsibility: Position develops the budget for a program or capital project. Has responsibility for recommending requests, preparing and submitting procurement documents, journal entries, and budget transfers to the department head. Has responsibility over budget for program and project and approves expenditures for payment.

Freedom to Act and Impact of Action

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.